



# Indiana Department of Homeland Security

## District Programs Information Bulletin

Date: July 23, 2010

Bulletin No: 10-015

TO: All District Administrative Coordinators  
All District Coordinators  
All District Fiscal Agents  
All District Planning Council Members  
All District Planning Oversight Committee Members  
All District Response Task Force Commanders  
All Emergency Management Directors

From: Randal A. Collins  
District Services Branch Director, Field Division  
Indiana Department of Homeland Security

Subject: District Response Task Force Assessments for 2009 District Response Task Force Equipment Funding

### Purpose

The purpose of this bulletin is to communicate guidance pertaining to the assessment of each District Response Task Force (DRTF) and the equipment funding that is tied to the assessment as described in Information Bulletin 10-005.

### Assessments

District Response Task Force assessments will begin as early as September 23rd, 2010. If a District would like to undergo an assessment earlier, the DRTF Commander may request to do so at anytime. During an assessment, IDHS staff will need to meet with DRTF leadership and will expect to see proof of the following:

- A formally established roster from each of the core and up to 2 supplementary elements
- DRTF Strategic Plan formally approved by the DPC
- District Strategic Plan approved by the DPC
- DRTF Notification and Activation Process (Flowchart and SOP)
- Formal letters of support (up to 40) from individual agencies indicating a willingness to provide personnel and resources to the DRTF (including training, exercise, and deployment)

## **Scheduling**

Scheduling of assessments may be arranged by contacting John Grant ([jgrant@dhs.in.gov](mailto:jgrant@dhs.in.gov)). Assessments must be completed by October 31<sup>st</sup>, 2010. Any District not completing an assessment by November 1<sup>st</sup> will not receive any DRTF equipment funding out of 2009 grant funding.

## **Questions**

Any questions pertaining to this information bulletin may be submitted to Randal Collins, District Services Branch Director, [Rcollins@dhs.in.gov](mailto:Rcollins@dhs.in.gov), 317-238-1762.